

BYRNE/JAG GRANT TABLE OF CONTENTS

Byrne/JAG Introduction

CHAPTERS

- I. Eligible Subrecipients
- II. Program Purpose/Requirements
- III. Unallowable Costs (New)
- IV. Reporting Requirements
- V. Use of Confidential Funds
- VI. Victim/Witness Coordinator Program (New)

Appendices

- A. Federal Legislative Authority
- B. Byrne/JAG Reporting Form and Instructions
- C. Byrne/JAG Budget Revision Form
- D. Confidential Funds Informant Payee Receipt Sample
- E. Victim/Witness: Required Client Outcome Indicators and Measures (New)
- F. Victim/Witness: Sample Victim/Community/Collaborator Surveys (New)
- G. Victim/Witness: Victim Services Contract Performance Review Process (New)
- H. Victim/Witness: Sample Output Report (New)
- I. Victim/Witness: Sample Output Projection Report (New)
- J. Victim/Witness: Rules and Guidelines for Data Collection (New)

BYRNE/JAG INTRODUCTION

This document is provided for use by all subrecipient staff receiving federal grant funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, **Edward Byrne Memorial Justice Assistance Grant (JAG)** Program administered by the Tennessee Office of Criminal Justice Programs (OCJP). This Guide is to serve as reference for the financial and programmatic requirements/responsibilities of projects funded through the Edward Byrne Memorial **Justice Assistance** Grant Program.

This guide is not intended to replace more detailed technical assistance available from the OCJP Program Manager assigned to your project. Subrecipient staff are encouraged to address questions or concerns regarding the subject matter in this guide or other issues to your OCJP Program Manager.

Edward Byrne Memorial Justice Assistance Grant (CFDA # 16.579): The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. **JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs** to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The JAG formula includes a *state allocation* consisting of a minimum base allocation with the remaining amount determined on population and Part 1 violent crime statistics, and a *direct allocation* to units of local government. Once the state allocation is calculated, 60% of the funding is awarded to the state and 40% to eligible units of local government. State allocations also have *variable pass through* requirements to locals, calculated by the Bureau of Justice Statistics (BJS) from each state's crime expenditures.

Purpose Areas

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment programs
- Planning, evaluation and technology improvement programs

***Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.**

CHAPTER I

BYRNE/JAG ELIGIBLE SUBRECIPIENTS

- A. Application Process: The Byrne/JAG application announcement routinely occurs each State fiscal year usually in the spring (March, April)
- Eligible Subrecipients: The intent of the Byrne/JAG Formula Grant Program is to assist units of state and local government and **non-profit organizations** in carrying out specific programs that offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on multi-jurisdictional programs and on programs that advance national drug control priorities. In accordance with Section 501 of the Act, the State may award Byrne/JAG Formula Grant Program funds to state agencies, units of local government, **and non-profit organizations** for the following purposes:
- a. Enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substance Act (21 U.S.C. 801 *et seq.*).
 - b. Emphasizing prevention and control of violent crime and serious offenders.
 - c. Improving the functioning of the criminal justice system.

CHAPTER II

BYRNE/JAG GRANT PURPOSE/REQUIREMENTS

A. Program Purpose

The Edward Byrne/JAG Formula Grant Program is a partnership among federal, state and local governments, and non-profit organizations to create safer communities and improved criminal justice systems. The Byrne/JAG program, created by the Anti-Drug Abuse Act of 1988 (Public Law 100-690), emphasizes controlling violent and drug-related crime and serious offenders and fosters multi-jurisdictional and multi-state efforts to support national drug-control policies. This grant program provides funding for projects which assist local and state government and non-profit agencies in their efforts to reduce violent crime and illegal drug activities, improve the criminal justice system and support local, state and national priorities. The projects funded should offer a high probability of improving the functioning of the criminal justice system as they relate to the specific state/local agency. Federal funding is available for up to forty-eight (48) consecutive months. The grant project should be created in such a manner that, if successful, can be replicated by other agencies. At the conclusion of the federal grant funding, the agency is expected to continue the project with regular budgeted funds.

Formula grant funds may be used to support projects that enforce state and local laws which establish offenses similar to offenses established in the Federal Controlled Substances Act, and to improve the functioning of the criminal justice system, with emphasis on violent crime and serious offenders. Funds may be used to provide personnel, equipment, training and technical assistance to support more widespread prevention, apprehension, prosecution, adjudication, detention, treatment and rehabilitation of offenders who violate state and local laws.

B. Program Requirements

Under the Byrne/JAG Grant Program, each state is required to develop a four-year statewide strategy for violent crime and drug control aimed at identifying available resources for activities, which are perceived to have the greatest impact on the violent crime and drug problem in the state.

In developing Tennessee's four-year statewide strategy, the Office of Criminal Justice Programs solicited input from the criminal justice community regarding program priorities. Additionally, judicial districts and state agencies submitted individual strategies. These strategies are plans from individual communities and state departments regarding their priorities for intervention. Participation in a local/state strategy process is a prerequisite for eligibility to receive funds under this grant.

At least 25 percent of the cost of the project funded must be paid in cash with nonfederal funds. These "match" funds must be in addition to funds that would otherwise be made available by the subrecipient for criminal justice.

The intent of the Byrne/JAG Formula Grant Program is to provide criminal justice assistance to state agencies, local units of government, **and non-profit organizations**. The Department of Justice has defined a unit of local government as a general-purpose political subdivision of a state, such as a judicial district, city or county. Grants from this program can only be awarded to such entities.

In order for law enforcement agencies to qualify for grant funds, the agency must comply with the following:

Fingerprint Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).

TIBRS Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-10-101 et seq. and will submit crime statistics using the Tennessee Incident Based Reporting System (TIBRS) to the Tennessee Bureau of Investigation (TBI).

Agencies applying for Multi-jurisdictional Drug and Violent Crime Task Force grant funds must submit a Memorandum of Understanding to the Office of Criminal Justice Programs along with this application. The Memorandum of Understanding, as well as the Board of Directors, must include the participation of at least two law enforcement agencies. The Memorandum of Understanding must include:

- **A list of the Drug Task Force Board of Directors along with a description of their duties.**
- **A detailed description of the contributions from and expectations of each of the participating Drug Task Force agencies.**
- **The number and type of law enforcement officer(s) from each agency participating in the Drug Task Force and the individual duties of each officer.**

Agencies must also provide a separate list of all the law enforcement agencies within their respective judicial districts whether or not they are a party to the Memorandum of Understanding. These requirements are in addition to any requirements set forth in Tennessee Code Annotated, Sections 12-9-101 et seq., 6-54-307, 58-8-103 and 8-7-110.

The agency shall ensure year 2000 compliance with any contractual provisions related to computer hardware and software.

Agencies must comply with Tennessee Code Annotated, Section 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of

Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

C. Program Priorities

Byrne/JAG Grant Funds may be used to implement projects that carry out at least one of six federal legislatively authorized purpose areas. In order to most efficiently utilize resources available and address the most serious gaps and service needs in Tennessee's criminal justice system, the Office of Criminal Justice Programs focuses on the most critical purpose areas and gives priority consideration to programs that fall into these federal purpose areas. These priorities are identified each year in the Byrne/JAG Program Grant Application.

D. Program Evaluation

The Anti-Drug Abuse Act of 1988 mandates that all programs funded under the Byrne/JAG Program be evaluated. The goal is to identify and disseminate information about programs of proven effectiveness so that jurisdictions throughout the country can replicate them. In addition, evaluation results guide the formulation of policy and programs within federal, state and local criminal justice agencies.

Formula grant program applicants must include an evaluation component that meets the BJA/NIJ evaluation guidelines. OCJP will determine the program areas that may be evaluated each year. The Director of BJA may waive this requirement under certain circumstances. Each state is required to provide BJA with an annual report that includes a summary of its grant activities and an assessment of the impact of these programs on the needs identified in its statewide strategy. Formula grant funds may be used to pay for evaluation activities.

CHAPTER III

BYRNE/JAG UNALLOWABLE COSTS

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, OCJP may certify an agency's request to use funds for:

- Vehicles, vessels, or aircraft.
- Luxury items.
- Real estate.
- Construction projects, other than penal or correctional institutions.

CHAPTER IV

BYRNE/JAG REQUIRED REPORT TIMELINES

REPORT	PERIOD COVERED	SUBMIT TO OCJP
<u>F&A Invoice For Reimbursement (See OCJP Appendix I)</u>	Monthly	(OCJP Invoice) Office of Budget and Finance Monthly
<u>Quarterly Program Income Summary (See OCJP Appendix L)</u>	July through September October through December January through March April through June	(Assigned Program Manager at OCJP) October 30 th January 30 th April 30 th July 30 th
<u>Equipment Summary (See OCJP Appendix K)</u>	July 1 st through June 30 th	(Assigned Program Manager at OCJP) July 31st
<u>Byrne/JAG Annual Report (See Byrne/JAG Appendix B)</u>	July 1 st through June 30 th	(Assigned Program Manager at OCJP) July 31st
<u>Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only) (See OCJP Appendix J)</u>	Quarterly for Period Ending September December March June	(Janet Stewart at OCJP) October 15 th January 15 th April 15 th July 30 th

CHAPTER V

BYRNE/JAG USE OF CONFIDENTIAL FUNDS

These provisions apply to all subrecipients involved in the administration of grants containing confidential funds.

Confidential funds are those monies allocated to:

- A. Purchase of Services (P/S): This category includes travel or transportation of a non-Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.
- B. Purchase of Evidence (P/E): This category is for the purchase of evidence and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
- C. Purchase of Specific Information (P/I): This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified as Purchase of Service (P/S) and charged accordingly.

These funds should only be allocated when:

The particular merits of a program/investigation warrant the expenditure of these funds.

Requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard, OCJP must also ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

- D. Confidential Funds Certification: A signed certification that the project director has read, understands, and agrees to abide by these provisions is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be submitted at the time of grant application.
- E. Written Procedures: Each project agency authorized to disburse confidential funds must develop and follow internal procedures that incorporate the following elements. Deviations from these elements must receive prior approval of OCJP.
1. Imprest Fund: The funds authorized will be established in an imprest fund that is controlled by a bonded cashier.
 2. Advance of Funds: The supervision of the unit to which the imprest fund is assigned must authorize all advances of funds for the purchase of information. Such authorization must specify the information to be received, the amount of expenditure, and the assumed name of informant.
 3. Informant Files: Information files are confidential files of the true names, assumed names, and signature of all informants to whom payments of confidential expenditures have been made. To the extent possible, pictures and/or fingerprints of the information payee should also be maintained. Project Headquarters may maintain case files.
 4. Cash Receipts:
 - a. The cashier shall receive from the agent or officer authorized to make a confidential payment a receipt for cash advancement to him/her for such purposes.
 - b. The agent or officer shall receive from the information payee a receipt for cash paid to him/her.
 5. Receipt for Purchase of Information: An information payee receipt (Sample: Appendix **D**) shall identify the exact amount paid to and received by the information payee on the date of the transaction. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed, no alteration is allowed. The agent shall prepare an information payee receipt containing the following information:
 - a. The jurisdiction initiating the payment
 - b. A description of the information/evidence received
 - c. The amount of payment, both in numerical and word form
 - d. The date on which the payment was made
 - e. The signature of the informant payee

- f. The signature of the case agent or officer making payment
 - g. The signature of at least one other officer witnessing the payment
 - h. The signature of the first line supervisor authorizing and certifying the payment.
6. Review of Certification: The signed receipt from the informant payee with a memorandum detailing the information received shall be forwarded to the agent or officer in charge. The agent or officer in charge shall compare the signatures. He/she shall also evaluate the information received in relation to the expenses incurred and his/her evaluation remarks in the report of the agency or officer who made the expenditure from the imprest fund. The certification will be witnessed by the agent or officer in charge on the basis of the report and informant payee's receipt.
7. Reporting of Funds: Each project director shall prepare a reconciliation report on the imprest fund on a quarterly basis. Information to be included in the reconciliation report will be the assumed name of the informant given and to what extent this information contributed to the investigation. Subrecipients shall retain the reconciliation report in their files and have available for review by OCJP or representatives of the State or OCJP upon request.
8. Record and Audit Provision: Each project director and member agency must maintain specific records of each confidential fund transaction. At a minimum, these records must consist of all documentation concerning the request for funds, processing (should include the review and approval/disapproval), modifications, closure or impact material, and receipts and/or other documentation necessary to justify and track all expenditures. Refer to the documentation under Information Files for a list of documents, which should be in the informant files. In projects where grant funds are used for confidential expenditures, it will be understood that all of the above records, except the true name of the informant, are subject to the record and audit provisions of OCJP and appropriate T.C.A. Statute.

F. Information Files:

1. **Security:** A separate file should be established for each informant for accounting purposes. Informant files should be kept in a separate and secure storage facility, segregated from any other files, and under the exclusive control of the project director or an employee designated by him/her. The facility should be locked at all times when unattended. Access to these files should be limited to those employees who have a necessary legitimate need. An informant file should not leave the immediate area, except for review by a management official or the handling agent, and should be returned prior to the close of business hours.

Sign-out logs should be kept indicating the date, information number, time in and out, and the signature of the person reviewing the file.

2. **Documentation:** Each file should include the following information:
 - a. Informant Payment Record kept on top of the file. This record provides a summary of informant payments. (See Appendix D for Informant Payee Receipt Form).
 - b. Informant Establishment Record, including complete identifying and locating data, plus any other documents connected with the informant's establishment.
 - c. Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
 - d. Agreement with Cooperating Individual.
 - e. Receipt for Purchase of Information.
 - f. Copies of all debriefing reports (except for the Task Force case file).
 - g. Copies of case initiation reports bearing on the utilization of the informant except for the Task Force case file.
 - h. Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative files).
 - i. Any administrative correspondence pertaining to the informant, including documentation of any representations made on his behalf or any other non-monetary considerations furnished.
 - j. Any deactivation report or declaration of an unsatisfactory informant.
- G. **Accounting and Control Procedures:** Special accounting and control procedures should govern the use and handling of confidential expenditures, as described below:
 1. It is important that expenditures which conceptually should be charged to Purchase of Evidence (PE), Purchase of Specific Information (PI), or Purchase of Service (PS) are in fact so charged. It is only in this manner that these funds may be properly managed at all levels and accurate forecasts of projected needs can be made.
 2. Each law enforcement entity should apportion its PE/PI/PS allowances throughout its jurisdiction and delegate authority to approve PE/PI/PS expenditures to those offices, as it deems appropriate.
 3. Task Force management should establish guidelines authorizing offices to spend up to a predetermined limit of their total allowance on any one investigation.

4. **In exercising his/her authority to approve these expenditures, the Task Force Director or designee should consider:**
 - a. The significance of the investigation;
 - b. The need for this expenditure to further that investigation; and Anticipated expenditures in other investigations. Funds for PE/PI/PS expenditures should be advanced to the officer for a specific purpose. If they are not expended for that purpose, they should be returned to the cashier. They should not be used for another purpose without first returning them and repeating the authorization and advance process based on the new purpose.
5. **Funds for PE/PI/PS expenditure** should be advanced to the officer on a suitable receipt form. A receipt for purchase of information or a voucher for purchase of evidence should be completed to document funds used in the purchase of evidence or funds paid or advanced to an informant.

For security purposes, there should be a 48-hour limit on the amount of time funds advanced for PE/PI/PS expenditure may be held outstanding. If it becomes apparent at any point within the 48-hour period that the expenditure will not materialize, then the funds should be returned to the advancing cashier as soon as possible. The level of management that approved the advance may grant an extension to the 48-hour limit. Factors to consider in granting such an extension are the amount of funds involved, the degree of security under which the funds are being held, how long an extension is required, and the significance of the expenditure. Such extensions should be limited to 48 hours. Beyond this, the funds should be returned and re-advanced, if necessary. Regardless of circumstances, within 48 hours of the advance, the fund cashier should be presented with either the unexpended funds, an executed voucher for payment for information or purchase of evidence, or written notification by management that an extension has been granted.

Purchase of Services (P/S) expenditures, when not endangering the safety of the officer or informant, need to be supported by canceled tickets, receipts, lease agreements, etc. If not available, the Task Force Director, or his/her immediate subordinate, must certify that the expenditures were necessary and justify why supporting documents were not obtained.

For confidential funds sample receipt see Byrne/JAG [Appendix D](#)

CHAPTER VI

BYRNE/JAG VICTIM WITNESS COORDINATOR PROGRAM

This chapter is to serve as reference for the financial and programmatic requirements/responsibilities of projects funded through the Byrne/JAG Victim/Witness Coordinator Grant. It is not intended to replace more detailed technical assistance available from the OCJP Program Manager assigned to your project. Each Judicial District is encouraged to address questions or concerns regarding the subject matter in this guide or other issues to your OCJP Program Manager.

A. ORGANIZATION OF PROGRAM

OCJP contracts with the Tennessee District Attorneys General Conference to fund 30 Victim/Witness Coordinators across the state. The Victim/Witness Coordinator program funded by the Byrne/JAG money, also known as the “Bundled Grant”, consists of victim/witness coordinators and assistant victim/witness coordinators in 15 Judicial Districts. All Judicial Districts with a Byrne/JAG funded coordinator report performance measurement data, invoices and administrative issues to the Tennessee District Attorneys General Conference (TNDAGC). The Tennessee District Attorneys General Conference reports aggregated data, invoices and statewide administrative issues to the Office of Criminal Justice Programs.

B. VICTIM-WITNESS COORDINATOR (T.C.A. 8-7-206)

T.C.A. code established the creation of Victim Witness Coordinators. This created in each judicial district the position of Victim Witness Coordinator to be appointed by the District Attorney General. The duties of the Coordinator shall include:

Keeping victims and witness informed of court dates and actions affecting their cases, including preliminary hearings, evidentiary hearings, trial dates, and sentencing hearings;

Assisting victims and witnesses to better understand the way the criminal justice system works, including the procedure and basis for continuances of cases and the procedure involved in the plea bargaining process;

Assisting victims to become more involved in the processes which affect the perpetrator of the crime, such as the plea bargaining process and the sentencing process, including pre-sentence reports and the sentencing hearing itself;

Informing victims and witnesses of scheduled actions affecting the state of appropriate inmates, including notification of any Department of Correction decision permitting such inmate’s release into the community, or any scheduled hearing by the Board of Paroles concerning the possible parole or executive clemency of such inmate;

Assisting in obtaining restitution of victims of crime directly for the perpetrator of the crime who possible; and
Assisting eligible victims in obtaining benefits from the criminal injuries compensation program.

C. REPORTING REQUIREMENTS

All subrecipients are responsible for periodic reporting of data on their projects to OCJP. These reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies and implementation plans, assist OCJP in determining project success and funding allocations, request reimbursement or close out a grant. **Examples of each form are provided in the Byrne/JAG Appendices. Forms may be reproduced locally, but should maintain the original format and content.**

NOTE: Each Judicial District and the TNDAGC are required to gather and maintain statistical data relating to grant project activities as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on the semi-annual and annual reports. OCJP may periodically request to see the back-up data that supports the information submitted on your semi-annual outcome and annual output and outcome reports.

1. Individual Judicial District Requirements

Each Judicial District is responsible for periodic reporting of output and outcome data on their projects to either OCJP or the TNDAGC. Reporting requirements for each Judicial District include:

Semi-annual Outcome Report (online to OCJP)

Annual Outcome Report (online to OCJP)

Community and/or Collaborator Surveys (online to OCJP)

Annual Output Report (to TNDAGC)

Annual Output Projection Report (to TNDAGC)

Each Judicial District is responsible for timely submission of the following program reports:

- a. **Semi-Annual Outcome Reporting:** outcome reporting is required of each Judicial District at mid-year. **The semi-annual Outcome Report due on January 31 covers the period July 1st through December 31st.** Outcomes are benefits resulting for the participants from the program activities. OCJP is interested in collecting project outcome data based on “Victim Witness” core outcome types. Core Outcome Indicators and Recommended Measures and Data Collection Methods are included in [Byrne/JAG Appendix E](#). Sample client surveys are included in [Byrne/JAG Appendix F](#). The Semi-Annual Outcome Report will be available on our website at

<http://www.state.tn.us/finance/rds/ocjp.htm> and should be submitted to OCJP by January 31st.

- b. **Annual Outcome Reporting:** The second outcome reporting is required at the end of each contract year. **The Annual Outcome Report covers the period of January 1st through June 30th.** The Annual Outcome Report will be available through our website at <http://www.state.tn.us/finance/rds/ocjp.htm> and should be submitted to OCJP by July 31st.
- c. **Community and/or Collaborator Surveys** (as required based on your program type) cover the period **July 1st through June 30th.** The Community and/or Collaborator SurveyReports should be reported annually with second outcome report to OCJP by July 31. (See [Byrne/JAG Appendix F](#) for Sample Victim/Community/Collaborator Surveys)
- d. **Annual Output Reporting:** Each Judicial District is required to submit specific grant performance data using the OCJP provided form no later than July 31st. All data will be sent to the District Attorneys General Conference who will then aggregate the data for submission to OCJP. The Annual Output Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. (See [Byrne/JAG Appendix H](#) for Sample Output Report) Please note that this report replaces the Byrne/JAG Annual Report for this grant ONLY.
- e. **Annual Output Projection Report:** Each Judicial District is required to submit specific grant performance projected data using the OCJP provided form no later than _____. All data will be sent to the District Attorneys General Conference who will then aggregate the data for submission to OCJP. The Annual Output Projection Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. (See [Byrne/JAG Appendix I](#) for Sample Output Projection Report)

2. **TNDAGC Reporting Requirements**

The TNDAGC is responsible for reporting Byrne Grant requirements as well as for periodic reporting of aggregated data to OCJP. Reporting requirements for the TNDAGC include:

Quarterly Income Summary Reports
Annual Output Report (statewide totals)
Annual Output Projection Report (statewide totals)
Project Equipment Summary Report if equipment purchased

As with all Byrne/JAG projects, the District Attorneys General Conference will be required to submit the following reports to OCJP:

- a. **Quarterly Income Summary Reports:** This report form is completed on a quarterly basis if program income is generated as a direct result of an agency-funded activity. It is due thirty (30) days after the close of each State fiscal year quarter, (July 1 – September 30), (October 1 – December 31), (January 1 – March 31), (April 1, - June 30). All income generated as a direct result of an agency funded project shall be deemed program income and reported via the use of this form. If no program income is generated, this form may be submitted annually 30 days after the end of the fiscal year or end of the grant period. (See **OCJP Appendix L** -Quarterly Program Income Report)
- b. **Annual Output Reporting:** Each Judicial District is required to submit specific grant performance data using the OCJP provided form no later than July 31st. All data will be sent to the District Attorneys General Conference who will then aggregate the data for submission to OCJP. The Annual Output Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. (See **Byrne/JAG Appendix H** for Sample Output Report) Please note that this report replaces the Byrne/JAG Annual Report for this grant ONLY.
- c. **Annual Output Projection Report:** Each Judicial District is required to submit specific grant performance projected data using the OCJP provided form no later than _____. All data will be sent to the District Attorneys General Conference who will then aggregate the data for submission to OCJP. The Annual Output Projection Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. (See **Byrne/JAG Appendix I** for Sample Output Projection Report)
- d. **Project Equipment Summary Report:** This report is completed on an annual basis, if equipment is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) days past the end of the State fiscal year or July 31st. For multi-year projects, the Project Equipment Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. (See **OCJP Appendix K** -Project Equipment Summary Report)

NOTE: Subrecipient programs are not required to use client surveys to collect required **core outcome data**, but they are required to provide data addressing the core outcome indicators and measures for your specific project type, using a standard five-point scale (Strongly Agree to Strongly Disagree) for all client feedback and satisfaction data. Subrecipients should not change the substance of the core outcome measures. Subrecipient agencies may also choose to use other available data sources to further validate and verify subrecipient data i.e. exit

interviews, case notes, focus groups, staff observation, etc. **NOTE: Data based on staff observations should be submitted as supplemental information and NOT included with client feedback data.**

Data may be collected on the required **satisfaction** measures separately from participant outcome data in order to assure confidentiality. If a separate process is used to collect data on the required satisfaction measures, that process must be separately described in the logic model project narrative. See VWC [Appendix J](#) Rules/Guidelines for OCJP Required Data Collection.

[Please click here for OCJP Reports \(OCJP Chapter VII\)](#)

D. PERFORMANCE MEASUREMENT AND DECISION-MAKING

1. Performance Measurement

- a. The Office of Criminal Justice Programs, like all funders, wants to be a responsible steward of limited federal and state grant money. To accomplish this goal, OCJP works to assure that grants are awarded to agencies that can demonstrate they make a difference for clients. The change in focus, for subrecipient agencies, from outputs to outcomes has provided OCJP with the opportunity to work with our subrecipient agencies:
 - (1) to equip them with the tools and experience they need to manage their operations and
 - (2) to demonstrate their accountability.
2. OCJP is interested in subrecipient agencies improving performance not simply in quantifying their effort. It has been demonstrated that agencies that want to survive and flourish must make significant efforts to continually improve performance and to be able to prove it with verifiable measurements.
3. Although output data is still important and will continue to be collected and submitted to our federal funders, outcome data has provided us with information related to the results of agency efforts on the clients the OCJP/subrecipient partnership serves. Outcome information describes some change in the participant's condition and establishes the benefits of the funding in measurable terms.
4. There are basically three reasons for attending to client outcomes:
 - (a) To Improve Program Performance - Agencies exist to help clients find better lives. Agencies want clients safer, more informed, aware of their options and exercising better judgment. Subrecipient agencies need solid information about how well their clients are doing in order to continue improving the quality of their programs.

- (b) OCJP and other funding sources must be in a position to make funding decisions:

When funds are available, funding agencies need information on results to decide which service models to support.

When funds are limited, funding agencies must be able to direct limited resources toward approaches known to work.

- (c) To Meet Federal Reporting Requirements.

- 5. OCJP will continue to expect programs to use the logic model to describe how their grant-funded project theoretically works to benefit the target group. OCJP will also continue to collect and use output and outcome information as we manage our federal grants.
- 6. OCJP does not collect information with which to compare one program or project with another. However OCJP publishes data on our website by which any agency can compare their own data with data reported by like projects.

E. **OCJP Decision-Making**

- 1. OCJP conducts **Performance Management Reviews (PMR)** of each subrecipient contract each year. The performance review process consists of a detailed weighing system which provides a historical perspective of past and present subrecipient performance.
- 2. The PMR consists of the following criteria, based on a 100 point scale: (See [Appendix G](#))
 - (a) **Integrity of Program Design** – the logic model description of the program. (20%)
 - (b) **Reporting History** – compliance with output and outcome reporting requirements. (20%)
 - (c) **Program Performance** – considering compliance with victim and community/collaborator outcome measurement requirements; notification to OCJP of pertinent changes; history of spending; program manual understanding and overall program effectiveness. (40%)
 - (d) **Contract Monitoring** – ratings will examine program and fiscal findings. (20%)
- 3. OCJP will make funding/allocation decisions based on:
 - (a) Performance Management Review Ratings
 - (b) The funding priorities and requirements of the funding source
 - (c) Ensuring that funds are allocated across the state in a defensible and equitable manner.

BYRNE/JAG VICTIM WITNESS COORDINATOR PROGRAM REPORTING TIMELINES

REPORT	PERIOD COVERED	SUBMIT TO
Individual Judicial Districts		
Semi-Annual Outcome Report	July 1 to December 31	Online to OCJP January 31
Annual Outcome Report	January 1 to June 30	Online to OCJP July 31
Community and/or Collaborator Survey Report	July 1 to June 30	Online to OCJP July 31
Annual Output Report	July 1 to June 31	Sue Jones, Statewide Victim Witness Coordinator at TNDAGC July 31
Annual Projected Output Report	July 1 to June 31	Sue Jones, Statewide Victim Witness Coordinator at TNDAGC July 31
Tennessee District Attorneys General Conference		
Department of Finance & Administration Journal Voucher for Reimbursement	Current month	Online to Office of Business & Finance OCJP_INVOICE@state.tn.us Monthly
Quarterly Program Income Summary	July 1 to June 31	Online to OCJP July 31
Annual Output Report	July 1 to June 31	Online to OCJP July 31
Annual Output Projection Report	July 1 to June 31	Online to OCJP July 31
Project Equipment Summary	July 1 to June 31	Online to OCJP July 31

BYRNE/JAG FEDERAL LEGISLATIVE AUTHORITY

16.738 Byrne/JAG Formula Grant Program

AUTHORIZATION: Consolidated Appropriations Act, 2005, Public Law 108-447.

OBJECTIVES: To provide States and units of local government with funds to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice.

USES AND USE RESTRICTIONS: Funds may be used to support law enforcement programs; prosecution and court programs; prevention and education programs; corrections and community corrections programs; drug treatment programs; and planning, evaluation, and technology improvement programs. Funds may not be used to supplant State and local funds.

FORMULA REQUIREMENTS: The JAG formula includes a State allocation consisting of a minimum base allocation with the remaining amount determined on a population and Part 1 violent crime statistics, and a direct allocation to units of local government. Once the State allocation is calculated, 60 percent of the funding is awarded to the State and 40 percent to the eligible units of local government. State allocations also have a mandatory "pass through" requirement to locals, calculated by the Bureau of Justice Statistics (BJS) from each State's crime expenditures.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: All States, the District of Columbia, Guam, America Samoa, the Commonwealths of Puerto Rico, the Virgin Islands, and the Northern Mariana Islands. Units of local government are eligible consistent with established guidelines.

Beneficiary Eligibility: States, Territories, and units of local government

Credentials/Documentation: Each applicant must submit a completed application that meets the requirements specified in the program guidance. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.



**OFFICE OF CRIMINAL JUSTICE PROGRAMS
BYRNE/JAG GRANT ANNUAL REPORT FORM**

Agency Name:

Grant Number:

Project Title:

Federal Purpose Area: **Federal Purpose Area #:**

Name Of Person Completing Report: **Phone #:**

How many years does this current contract fund: 1 2 3 4

Which year is being reported in this form: 1st 2nd 3rd 4th

Date Prepared: **Reporting Period July 1 through June 30, 20**

- 1) Summarize project goals identified in the "Project Goals" section of your project application narrative and briefly state, as of the date of this report, your progress in meeting each goal. Describe in detail these objectives/strategies undertaken to accomplish these goals.
- 2) What activities were accomplished during this reporting period (i.e. services/interventions provided.)
- 3) Describe project outputs or completion of tasks (Give numeric values to: clients served, individuals arrested, classes taught, etc.)
- 4) Describe in detail the outcomes related to your project. What were the results/impact of the services being provided and how was this information collected. (Again there may be a numeric value given to this information collected and a description of how it was collected.)

For projects in their 2nd, 3rd, or 4th year of implementation, please state progress toward attainment of goals proposed in the “Multi-Year Goals” or Outcomes section of your project application narrative as of the date of this report:

Please state your progress in evaluating the success of your project as summarized in the “Evaluation” section, of your project application narrative. Include any data collected or compiled or any information regarding the impact of project activities as of the date of this report:

Discuss progress made, as of the date of this report, toward the continuation of this project at the end of the grant period:

For Drug Task Forces Only

(This Page is N/A for all other Byrne/JAG subrecipients)

Drug Task Forces please report on the following. These are minimal reporting requirements of BJA and must be submitted in the Byrne/JAG Annual Report. All other activities and outputs that you may be collecting should be reported in other sections of the annual report.

1.) Number of Offenders Arrested: _____

2.) Number of Offenders Prosecuted: _____

3.) Drugs Seized:

DRUG	AMOUNT	VALUE
Cannabis (lbs.)		
Cocaine (oz)		
Crack (grams)		
Methamphetamine (grams)		
Prescription (number)		
Other Pills (number)		
Other Drugs		
Other Drugs		
Other Drugs		
Other Drugs		

4.) Number of Cannabis Plants Eradicated: _____. Street Value: _____.

5.) Number of Prescription Diversion Cases Worked: _____.

6.) Number of Methamphetamine Labs Shut Down: _____.



*Office of Criminal Justice Programs
Edward Byrne/JAG Grant Annual Report Form*

**INSTRUCTIONS
FOR COMPLETING
BYRNE/JAG ANNUAL
REPORT FORM**

The Edward Byrne/JAG Grant Annual Report Form is designed to obtain general information on projects funded under the Edward Byrne/JAG Memorial Grant. The Office of Criminal Justice Programs is the State Administrative Agency for Tennessee. The data collected will be used to assist our efforts in preparing the Byrne/JAG Annual Report for the Department of Justice and also provide OCJP with data for program and trend analysis.

Please print the required information in the spaces provided and complete only the information applicable to your specific grant.

Agency Name: Insert the name of the implementing agency as it appears on the cover page of attachment "A" of your contract.

Grant Number: Insert the grant number of this project as it appears on the front of your contract.

Project Title: Insert the title of this project as it appears on the cover page of attachment "A" of your contract.

Federal Purpose Area: Insert the name given to the federal purpose area for this project as it appears on the cover page of attachment "A" of your contract.

Federal Purpose Area #: Insert the federal purpose area number for this project as it appears on the cover page of attachment "A" of your contract.

Name Of Person Completing Report: Insert the name of the individual who actually prepares the report.

Phone #: Insert the phone number (including area code) of the person preparing this report.

How many years does the current contract fund: Insert the total number of years this project will be funded under the current contract.

Which year is being reported on: Indicate the year this report is being completed. Example: The third year of a four year grant should be marked 3rd.

Date Prepared: Insert the date the report was actually prepared.

Reporting Period July 1 through June 30, 20__: Insert the year the reporting period

Byrne/JAG Budget Revision

<http://www.state.tn.us/finance/rds/manuals.htm>

After web page opens please scroll to the bottom of the screen to locate the appropriate fund source and click **Byrne/JAG**.

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go”. Then follow the instructions above this paragraph.

**The following sample
“Informant Payee Receipt”
is provided by OCJP for use by OCJP
subrecipients involved in the
administration of grants containing
confidential funds.**

Cash Receipts:

- a. The cashier shall receive from the agent or officer authorized to make a confidential payment a receipt for cash advancement to him/her for such purposes.
- b. The agent or officer shall receive from the informant a receipt for cash paid to him/her.

SAMPLE

Informant Payee Receipt

For and in consideration of the sale and delivery to the State, County, or City of _____ of information or evidence identified as follows:

_____. I hereby acknowledge receipt of \$ (numerical and word amount entered by payee) paid to me by the State, County, or City of _____.

Date: _____ Payee: _____
(Signature)

Case Agent/Officer: _____
(Signature)

Witness: _____
(Signature)

Case or Reference: _____

***CORE* Outcome Indicators with *Required* Measures
and Data Collection Methods
for Byrne/JAG Victim Witness Agencies**

Click the link below to be taken to the CORE Outcome Indicators with Required Measures and Data Collection Methods.

<http://www.state.tn.us/finance/rds/coreout.pdf>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the Victim/Witness Coordinator/Advocacy to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click “Go” and follow the instructions listed above.

CLIENT AND COMMUNITY/COLLABORATOR SURVEY for Victim Witness Coordinator's

Click the link below to be taken to the Client Satisfaction Survey:

<http://www.state.tn.us/finance/rds/SampleSurveyInstruments5.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go” and follow the instructions listed above.

VICTIM SERVICES CONTRACT PERFORMANCE REVIEW PROCESS for Victim Witness Coordinator's

Click the link below to be taken to the Contract Performance Review Process

<http://www.state.tn.us/finance/rds/PMR.pdf>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click "Go" and follow the instructions listed above.



**State of Tennessee
Office of Criminal Justice Programs
Byrne/JAG Victim Witness Projects**

Annual Output Report

Name of Reporting Person: _____

Agency: _____

Project Title: _____

Current Z number: _____

The number of victims I served this reporting period.	
The number of victims I gave instruction to on how the criminal justice system works.	
Follow-up	
The number of victims I served for whom warrants will be filed.	
The number of victims I served for whom there will be a disposition to their cases.	
Restitution	
The number of victims I provided assistance to in obtaining restitution from their perpetrator.	
The number of victims I served that will receive restitution.	
Criminal Injuries Compensation Program	
The number of victims I provided assistance to in obtaining benefits from the Criminal Injuries Compensation Program.	
The number of victims I served that will receive benefits from the Criminal Injuries Compensation Program.	



**State of Tennessee
Office of Criminal Justice Programs
Byrne/JAG Victim Witness Projects**

Annual Output Projection Report

Name of Reporting Person: _____

Agency: _____

Project Title: _____

Current Z number: _____

The number of victims I served this reporting period.	
The number of victims I gave instruction to on how the criminal justice system works.	
Follow-up	
The number of victims I served for whom warrants will be filed.	
The number of victims I served for whom there will be a disposition to their cases.	
Restitution	
The number of victims I provided assistance to in obtaining restitution from their perpetrator.	
The number of victims I served that will receive restitution.	
Criminal Injuries Compensation Program	
The number of victims I provided assistance to in obtaining benefits from the Criminal Injuries Compensation Program.	
The number of victims I served that will receive benefits from the Criminal Injuries Compensation Program.	

VICTIM WITNESS COORDINATOR'S RULES AND GUIDELINES FOR DATA COLLECTION

Click the link below to be taken to the Rules/Guidelines for OCJP – Required Data Collection:

<http://www.state.tn.us/finance/rds/datacoll07.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go.”